

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

The regular monthly meeting of the Board of Trustees, of the Village of Wrightstown, was held in the Community Room, at Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, November 2, 2021** and convened at 7:31 p.m., after the meeting of the Committee of the Whole

Roll Call: Present – Village President Dean Erickson; Trustee Sue Byers; Trustee Mark Leonard; Trustee Andy Lundt; Trustee Terry Schaeuble; Trustee Dan Segerstrom; Trustee Keith Wendlandt

Also present: Ed Byrne (Brillion News), Brian Roebke (Wrightstown Spirit), Administrator Travis Coenen, Director of Public Works Andy Vickman, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Fire Chief Mike Schampers, Fire Inspector Nathan Helbing, Resident Ron Zahn

PUBLIC HEARING

Public hearing opened, before the Village of Wrightstown Board of Trustees, to hear from all persons and/or their agents on:

Rezone request by Walter Croll, for tax parcel VW-121 (Brown County), from R-1 Single Family Residential to B-1 General Business

Mr. Croll plans to use this location to give music lessons and host concerts

Call was made for public input regarding the rezone of tax parcel VW-121

Resident Ron Zahn shared that Walter Croll had a dream to live in a church, since he was a child. He moved to Wrightstown and purchased the St. John's church parcel, with the intent of living in the building and starting a music business. However, due to the Village regulation prohibiting residency on the ground floor of a property zoned B-1 General Business, Mr. Croll cannot fulfill his dream and is living off site of the NEW Turner Street Music Hall, which could jeopardize the success of his business long term, due to financial restrictions. Mr. Zahn has requested that the Board of Trustees consider amending this policy so business owners can have the financial benefit of being able to live on premise

Two additional calls for public input were made regarding the rezone of tax parcel VW-121, with no response

The Village has had two requests to allow a first floor dwelling attached to a B-1 zoned business. The request by Lucky's – Todd Luedtke - was approved, the second request, in the downtown area, was denied

Motion made by D Segerstrom with a second made by K Wendlandt to close the public hearing.
Motion carried.

UTILITY COMMISSION MONTHLY MEETING

Motion made by T Schaeuble with a second made by D Segerstrom to open the November 2021 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- 165,231 gallons of water pumped daily, on average, through October 26, 2021
- Water loss for 2021, through the third quarter, is 3%
- Annual water tower inspection is scheduled to be completed by the Dept. of Public Works
- Crews are working on winterizing hydrants
- Water meter removed, and the water has been turned off, at the ball diamonds, in anticipation of winter
- Letter have been sent to the Village industrial and commercial customers that are past due on their cross connection inspections

SEWER UTILITY

- Still having issues with the PLC’s at the Wastewater Treatment Plant. An item has been added to tonight’s agenda to approve replacement of the SCADA Radio and WWTP PLC’s

Motion made by S Byers with a second made by T Schaeuble to close the November 2021 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by K Wendlandt with a second made by S Byers to approve the October 19, 2021 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion made by S Byers with a second made by T Schaeuble to approve the vouchers from October 15, 2021 – October 27, 2021, totaling \$152,979.10. **Motion carried.**

SCHEDULED APPEARANCES - None

WALK-INS – None

CORRESPONDENCE - None

ADMINISTRATOR’S REPORT

- Busy!

CLERK/TREASURER’S REPORT

- Population results of the redistricting, due to the 2020 census, have been finalized through Brown and Outagamie Counties

| | <i>Prior to Redistricting</i> | <i>After Redistricting</i> |
|---------------------------------------|-------------------------------|----------------------------|
| Ward 1 (Brown County): | 1128 | 982 |
| Ward 2 (Brown County): | 843 | 989 |
| Ward 3 (Brown County): | 924 | 924 |
| Ward 4 (Outagamie County): | 284 | 284 |
| Ward 5 (Outagamie County): | 0 | |
| Total Population: | 3,179 | |

- Voting equipment maintenance completed for 2021
- Wrightstown School District, NWTC and Fox Valley Technical College 2022 levy information has been received:

| | |
|--|---------------------------------|
| Wrightstown School District (Brown County) | \$2,479,351.43 +\$0.61/thousand |
|--|---------------------------------|

+\$0.61/thousand was based on estimated equated manufacturing values. Now that actual values have been received, actual impact is -\$0.89/thousand

Wrightstown School District (Outagamie County) \$308,638.39 +\$0.64/thousand
+\$0.64/thousand was based on estimated equated manufacturing values. Now that actual values have been received, actual impact is +\$0.71/thousand

Northeast Wisconsin Technical College (Brown County) \$206,852.66 -\$0.01/thousand
-\$0.01/thousand was based on estimated equated manufacturing values. Now that actual values have been received, actual impact is +\$0.10/thousand

Fox Valley Technical College (Outagamie County) \$31,487.15 -\$0.03/thousand
-\$0.03/thousand was based on estimated equated manufacturing values. Now that actual values have been received, actual impact is -\$0.02/thousand

Clerk/Treasurer Michelle Seidl attended the WMCA Board of Directors meeting regarding the Gableman Election Investigation. Mr. Gableman is requesting extensive 2020 election records from Wisconsin Municipalities and the WMCA (Wisconsin Municipal Clerks Association), with direction from the Wisconsin Election Commission, made a determination as to how the records request could best be responded to and shared the information with all Wisconsin Clerks to utilize

2021 Bingo Bash on Tuesday, October 26th was a huge success! Thank you to Deputy Clerk/Treasurer Shelia Bowers and Deputy Clerk/Treasurer Patti Leitermann for all of the hard work! Also, thank you to Fox's Pizza for the personal pizzas for each attendee, to Kwik Trip for the desserts and to all the area businesses that donated gift cards, money, food discounts etc....We could not have done it without you! Pictures will be in the Wrightstown Spirit tomorrow!

Motion by D Segerstrom with a second by S Byers to move up the Department of Public Works topics since Trustee Dan Segerstrom will need to leave the meeting shortly. **Motion carried**

DEPARTMENT OF PUBLIC WORKS –

- **SCADA Radio & PLC and WWTP PLC Updates** – PLC's are programmable logic controllers that are being utilized at the Village's water treatment facility, metering stations and lift stations. Due to recent performance issues, and the fact that the Village units are on year 13 of a 15 year life expectancy, replacement is needed. Equipment has been borrowed from the City of Waukesha, to keep our facilities up and running, until new PLC's arrive. Motion made by D Segerstrom with a second made by S Byers to approve the SCADA Radio & PLC and WWTP PLC update quotes from Energenecs, dated August 13, 2021, at a total cost of \$103,200, to include install. Invoices will be paid from the Sewer Equipment Repair and Replacement account. **Motion carried.**
- **Public Service Commission Financial Outreach Letter** – Notice received from the Public Service Commission on October 21, 2021, with concern that the Wrightstown Water Utility 2019 and 2020 financial statements show a deficit. This shortfall is due to the (PILOT) Payment in Lieu of Taxes payment against the water utility. The PSC would like the Village's reserve account balance to be able to cover a minimum of 90 days of expenses in the event of a catastrophic occurrence. Currently the reserve can cover 69 days. Because the Village of

Wrightstown is appropriately maintaining the water system, operating expenses are being covered annually, the reserve balance is increasing from year to year and large debt payments will be dropping off by the end of 2024, significantly raising water rates for the purpose of increasing the reserve balance does not seem justified.

Options discussed:

Transfer money from the General Fund Economic Development/Marketing budget line to build the water utility reserve account

Reduce the amount of the PILOT payment from the water utility to the General Fund to the minimum amount allowable, of approximately \$26,000. The loss of revenue to the General Fund would need to be offset by reducing the Economic Development/Marketing expenditure line

Move funds from the sewer equipment replacement account, to the water utility, to build the water utility reserve account

Apply for a simplified rate case increase of 3% (or approximately \$0.22/thousand gallons used). Average resident would experience a \$10 annual increase

At the direction of the Board of Trustees, Public Works Director Andy Vickman and Administrator Travis Coenen will be contacting the PSC to negotiate a resolution, to include a minimal increase, through the submission of a Simplified Rate Case. Proposal will be brought to the Village Board at the next meeting for action.

It was noted that the Public Service Commission could force the Village to process a Standard Rate Case, with a larger impact. In a review with the Village auditors, worst case scenario would be a 26% increase on the current water rate, or \$75.00 annually, for the average household.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **WMCA Certification – Deputy Clerk/Treasurer Patti Leitermann** – Deputy Clerk/Treasurer Patti Leitermann was notified on Monday, October 18, 2021, that she earned her WCMC Certification. Congratulations Patti!
- **2022 General Fund & TID Budgets** – Decision required by Board of Trustees as to what levy amount should be published with the public hearing notice on November 10th. The approved budget cannot exceed the published amount.

Trustee Keith Wendlandt proposed using the levy amount of \$2,390,739.00, for publishing, in the event last minute changes are required prior to the budget approval on November 16th

Trustee Sue Byers voiced her concern over publishing at the higher levy amount, feeling that it would then be very easy to increase the budget and utilize the extra levy capacity rather than holding firm on Village spending

President Dean Erickson stated that he was comfortable with publishing the levy at \$2,390,739 for the flexibility to make changes, if necessary, prior to November 16th

Motion made by S Byers to with a second made by K Wendlandt to publish with a levy amount of \$2,390,739.00 on Wednesday, November 10, 2021. Call of roll: 5 yes votes. (*Andy Lundt & Dan Segerstrom left prior*). **Motion carried.**

Administrator Coenen requested what changes, if any, the Board would like to see in the Economic Development/Marketing Expense fund and if the \$7,000 cost to add air conditioning to the police garage should be included in the 2022 general fund budget.

Chief Deike stated that because salvage inspections are being done in the garage and captured animals are being housed there, air conditioning would make the garage palatable during the hot summer days

President Dean Erickson asked what the revenue is, to date, from work completed by the Village's Salvage Inspector. Response by Chief Greg Deike: Approximately \$3,900.00 received in revenues with \$1,856.00 paid out in salary. That leaves a net gain of \$2,043.04 earned in 4 months

Trustee Mark Leonard stated that most mechanics do not air condition their garages and feels that there is no value in adding it for the few days a year that it gets extremely hot. Although the cost to install is \$7,000, it will cost another \$1,000 annually to run. There is the option of housing captured animals in the basement, when necessary

Clerk/Treasurer Michelle Seidl asked that the Board be cognizant of cash flow. Due to the large amount of money that was spent from the Village's unassigned fund balance in 2019 – 2020, cash becomes very tight in June – July. Having unspent funds in the Economic Development/Marketing Expense line helps us get through that period

Trustee Mark Leonard would like to see the funds in Economic Development/Marketing Expense be put into a neutral account where Board of Trustee approval would be required before any money is spent and the expenditures could easily be followed

Administrator Coenen provided the spreadsheet in which prior years Economic Development/Marketing Expense spending has been tracked

Trustee Mark Leonard suggested that a portion of the unspent money in the 2021 Economic Development/Marketing Expense budget line be used to purchase the DPW truck in 202, rather than leasing it to maximize the resale of the existing vehicle, and eliminate the extra cost of leasing

Trustee Keith Wendlandt stated that the current system of budgeting is working and all spending is documented and approved by the Board

Trustee Sue Byers would also like to see the money budgeted under Economic Development to be assigned toward a future capital purchase, such as a fire truck

In 2022, the revenues in TID 3 and TID 4 are covering the budgeted expenses

Based on the discussion, air conditioning for the police garage will not be added to the 2022 General Fund expenditures and there will no movement of Economic Development/Marketing Expense funds

- **Parcel VW-192 Land Purchase – Wrightstown Fire Station** - Motion made by S Byers with a second made by T Schaeuble to approve the purchase of land parcel VW-192, Village of Wrightstown, for a cost not to exceed \$102,000, plus closing costs, for the future construction of a new fire station. Expense to be paid from Economic Development/Marketing Expense 100-14-56704-346-000. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING - -

- **Croll Rezone Request** - Motion made by T Schaeuble with a second made by S Byers to approve the rezone request by Walter Croll, for Brown County tax parcel VW-121, from R-1 Single Family Residential to B-1 General Business. The B-1 General Business zoning will not allow Mr. Croll to live on the ground floor of the structure. A variance would need to be applied for or changes made to the Village's municipal code in regards to conditional uses in a B-1 General Business district. **Motion carried.**
- **Annexation Ordinance 11022021** - Motion made by T Schaeuble with a second made by S Byers to approve Ordinance 11022021, annexing parcel 130029001 from the Town of Kaukauna (Outagamie County) and parcels W-178, W-178-1, W-179, W-180-1, W-180-2, W-180-3 and W-180-4 from the Town of Wrightstown (Brown County), to the Village of Wrightstown, Brown and Outagamie Counties. **Motion carried.**
- **2021 Ped and Bike Master Plan** - Motion made by T Schaeuble with a second made by K Wendlandt to approve the 2021 Ped and Bike Master Plan. **Motion carried.**
- **NEW Operator License Applications** - Motion made by T Schaeuble with a second made by S Byers to approve the NEW Operator License Applications for:
 - Deion J. Skogg, 449 Janet Ln., Wrightstown, WI 54180, for Bridgeport Shell

- Kasey L. Michaelson, 405 School St. Apt. 1, Wrightstown, WI 54180, for Dollar General, contingent on receipt of a good background check

Motion carried.

- **Comprehensive Outdoor Recreational Plan** – Motion made by T Schaeuble with a second made by S Byers to approve the creation of a Comprehensive Outdoor Recreational Plan, at a cost not to exceed \$20,000. **Motion carried.**
- **Neighborhood Improvement Grant** – Motion made by T Schaeuble with a second made by M Leonard to apply for a Neighborhood Improvement Grant. **Motion carried.**
- **WPS Regional Storm Water Pond Purchase Agreement** – Motion made by T Schaeuble with a second made by S Byers to approve the WPS Regional Storm Water Pond Purchase Agreement. **Motion carried.** Land swap with the Bower's property. Cost to be covered by the TID storm sewer project and the increase in value of the Bower's land. Village will be required to mow the berm one time per year

PUBLIC SAFETY - -

Fire Department Comments – Investigating the possibility of updating radios due to technology end of life. The cost to do so would exceed \$100,000 for replacement of 20+ units. Last update was in 2012 and batteries for the current units may be difficult to obtain. Grant funding will be checked into to assist with the expense.

Hosted 500+ Trick-or-Treaters on October 31, 2021

Police Department Comments – Participated in Trick-or-Treating on Sunday!

ADJOURN – Motion made by S Byers with a second made by T Schaeuble to adjourn at 9:30 p.m.
Motion carried.

Michelle Seidl

Clerk/Treasurer